



# City of Austin

Founded by Congress, Republic of Texas, 1839

Capital Contracting Office, PO Box 1088, Austin, Texas 78767 Telephone 512/974-7181

September 13, 2021

To: Consultants Requesting RFQ Package

Subject: Request for Qualifications (RFQ) for Professional Design Services for Mexic-Arte Museum -  
CMR  
CLMP303 - Addendum No. 4

This Addendum No. 4 modifies the RFQ issued on July 26, 2021 for the above subject project.

## **Addendum No. 4**

### **1. REFERENCE - INSTRUCTIONS TO CONSULTANTS, I. Preparation of Response**

☐ ADD THE FOLLOWING:

**h. Legal Status of Offeror.** The Response and any subsequent supporting documents and the Contract must be executed in the Offeror's full name and legal entity status by an authorized representative of the Offeror and accompanied by enough documentation. Enough documentation must clearly indicate not only the legal name and entity status of Offeror, but also the capacity and authority of the person signing on behalf of Offeror. Accordingly, a partnership/joint venture must file its partnership/joint venture agreement, a corporation must file its articles and bylaws, a limited liability company must file its certificate of organization and article of organization and regulations, and a limited partnership must file not only limited partnership agreement and the certificate of limited partnership, but also the documentation for its general partner, and any Offeror must file a copy of any assumed name certificate, or such limited portion of such documents reasonably establishing signature authority.

Any Offeror submitting a response as a Joint Venture shall identify itself as a Joint Venture. Prior to the City's recommendation to Council for award, Joint Venture Offeror will be required to submit their Joint Venture Agreement. The Offeror will have five (5) calendar days from the City's notification of the pending Council recommendation, to submit their Joint Venture Agreement. The Joint Venture Agreement must at a minimum address the following: Joint Venture's management and control, liability, fiduciary responsibilities, authority to bind the Joint Venture to their Offer, as well as a detailed breakdown of the roles and responsibilities of the parties to the Joint Venture regarding the work to be performed under the Contract. Offers submitted by Joint Ventures or by one of the parties to a prospective Joint Venture, that do not submit the required documentation concerning the Offeror's Joint Venture arrangement within the required deadline, will be rejected as nonresponsive. The Joint Venture shall provide its tax identification number and certificate of insurance prior to execution of the agreement as provided in the solicitation.

All other information in the Solicitation remains unchanged. Please remember this solicitation is currently in a "No Contact" period and all inquiries should be directed to the appropriate contact persons listed in the solicitation. If you have questions regarding this process and project related questions, you may contact Tracy Franklin at [tracy.franklin@austintexas.gov](mailto:tracy.franklin@austintexas.gov) or (512) 974-7057.

Sincerely,



Tracy Franklin  
Procurement Specialist IV  
Capital Contracting Office

cc: Rick Selin, Capital Contracting Office  
Sergio Altamirano, Public Works Department

